

City of West Lafayette, Indiana  
Board of Public Works and Safety  
MINUTES

DECEMBER 13, 2010  
8:30 a.m.  
City Hall Council Chambers

Members present were Sana G. Booker, Bradley W. Marley, Jonathan C. Speaker, Elizabeth M. Stull, and Mayor John R. Dennis, who presided.

1. APPROVAL OF MINUTES

a. December 6, 2010, Meeting

Ms. Stull moved to accept the minutes of the December 6, 2010, Board of Works meeting. Ms. Booker seconded the motion. The motion was adopted.

2. NEW BUSINESS

a. Bid Opening: North River Road Interceptor Sewer Rehabilitation Project - WWTU

Clerk-Treasurer Rhodes noted that all the submissions were received by the deadline. She read the bids aloud:

<u>Bidder</u>	<u>Total Bid Price</u>
SAK Construction LLC	\$668,777.00
Inland Waters Pollution Control, Inc.	526,250.00
Reynolds Inliner, LLC	491,820.00
Miller Pipeline Corporation	671,870.00
Insituform Technologies USA, Inc.	587,991.25

Mr. Speaker moved that the bids be taken under advisement. Ms. Stull seconded the motion. The motion was adopted.

b. Task Order No. 3: Wessler Engineering – Preliminary Biosolids Dewatering Study – WWTU

Wastewater Utility Director Henderson requested Board approval for Wessler & Associates to analyze the large lagoon at the back of the Plant, which holds the treated biosolids and whether further dewatering the solids in the lagoon would be economical. Cost of the analysis would be \$5,000.00.

Ms. Stull moved that Task Order No. 3 be approved. Mr. Marley seconded the motion.

City Attorney Burns asked if dewatering was a form of drying. Wastewater Utility Director Henderson answered that drying beds were used for many years.

Ms. Booker asked whether it was common that the report would not include schematic layouts, sketches, conceptual design criteria, etc. Mr. Henderson answered that the study is preliminary, that is why it costs less than one might expect.

The motion was adopted.

c. 2011 Operator Training: Wastewater Solutions, Inc. – WWTU

Wastewater Utility Director Henderson asked for Board approval for training of the WWTU operators and maintenance staff, to maintain their certifications. The \$19,600.00 price is the

same as it was for 2010 training.

Mayor Dennis asked how many people would be trained. Mr. Henderson responded that there would be 19 or 20 people trained, and that ongoing training in the field is necessary.

Mr. Speaker moved that the request be approved. Ms. Booker seconded the motion. The motion was adopted.

d. Contracts: INTAC Management Group, LLC – Engineering

i. City Hall and Police Station

City Engineer Buck explained that this is a renewal contract, and that he has worked with Captain Leroux and Captain Francis at the Police Department on it. The current three-year contract expired at the end of the November. This is a five-year contract. The hours in both facilities are carry-over hours, 30 hours per month in City Hall and 15 hours per month in the Police Station.

ii. Morton Center – Parks

City Engineer Buck reported that Parks Superintendent Payne has worked with Mr. Tim Clark of INTAC Management Group to evaluate some of the issues at Morton Center. This contract is for the same terms with carry-over hours for the 6 to 7 hours per month, depending on the season, as the one for City Hall and the Police Station, with the addition that the carry-over hours could be used in other Parks facilities. This is also a five-year contract.

Mayor Dennis noted that Mr. Clark does good work for the City, and is very responsive and conscientious.

Ms. Stull moved that the contracts with INTAC Management Group be approved. Ms. Booker seconded the motion. The motion was adopted.

e. Contract: Fast Eddie's Car Wash – Vehicle Washing for 2011 – Police

Police Chief Dombkowski requested that this item be pulled from the agenda, to be presented at next week's meeting.

Mr. Marley asked if other City vehicles could be added to the contract. Chief Dombkowski answered that those are being serviced under the contract, just not noted specifically in the document.

f. Request to Approve 2011 Mileage Reimbursement Rate – Clerk-Treasurer

Clerk-Treasurer Rhodes stated that the City's Personnel Policy specifies that the Board of Works will set the business mileage reimbursement rate, based on the IRS standard mileage rate. In 2011, the rate will be \$0.51 per mile, up from the current \$0.50 per mile.

Mr. Speaker moved that the 2011 mileage rate be approved. Ms. Stull seconded the motion. The motion was adopted.

g. Contract: IKON Copier – Clerk-Treasurer

Clerk-Treasurer Rhodes requested Board approval for a new copier for the second floor of City Hall. The existing copier is approximately seven years old and does not have features commonly used in City Hall now. The new copier will have color copier capability and will be available to the entire City network. A form of the State QPA lease-purchase agreement will be used. The monthly cost will be \$181.28, including maintenance and supplies, except paper

and staples. The City has had good experience with the two IKON machines currently in use in City Hall and in Wastewater. The cost is within the 2011 budget. The old copier will be removed after the hard drive is stripped. IKON's business model is that, after about 48 months, the City can consider upgrading to new equipment, and the last portion of the lease is forgiven.

Ms. Booker moved that the request be approved. Ms. Stull seconded the motion.

Mr. Marley asked if the lease-purchase would be used. Clerk-Treasurer Rhodes answered that lease-purchase will be used, as it has the lowest interest rate, the lowest cost during the time the City has the equipment, and is better than a straight lease.

The motion was adopted.

h. Claims

- i. AP Docket \$390,753.36
- ii. AP Docket 558.00

Ms. Stull moved that the claims be approved. Mr. Speaker seconded the motion.

Questions raised about individual claims by the Board were answered by department heads and Clerk-Treasurer Rhodes.

The motion was adopted.

i. Informational Items

i. WWTU Project Payments

There were no questions or comments on the listing.

ii. Update on Americans with Disabilities Act [ADA] Committee Activities – Engineering

Mayor Dennis reported that the City has been working since the past summer on creating, convening, and validating an in-house ADA committee. Each department has a representative on the committee, and they have met frequently to make a plan for dealing with ADA issues. He stated that the City is probably 98% compliant with ADA matters.

City Engineer Buck introduced Ms. Elizabeth Cook, the Engineering Assistant, who is the chairperson of the committee, which has been working through the ADA Toolkit, and who has dealt with sidewalks and public right-of-way ADA issues.

Ms. Cook noted that ADA matters are not just with infrastructure, but also with programs, meetings, City facilities, and hiring practices. The committee is updating existing policies and practices. She presented the updated grievance procedure and complaint form, stating that the Board will be asked to approve these at next week's meeting. Once approved, they will be updated to the City website, as well as posted in City Hall and other City facilities.

Mayor Dennis thanked Ms. Cook and Mr. Buck for their work on the committee and for taking the lead on this matter.

j. Other Items

- i. Street Superintendent Downey stated that, by noon, the streets would be much improved over this morning. With the wind chill blowing across the streets, they are using 50% sand with the salt and calcium, to reduce refreezing of the melting snow. The sun will help, and

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the wind is diminishing, so those will help keep the drifting down. There is one truck out of commission with a minor problem.

Ms. Booker asked why there were no City trucks out on Saturday morning early, as there was snow covering the streets. Mr. Downey responded that there was rain after the snow, so salting would not have helped. As soon as it stopped raining, trucks were out.

Street Superintendent Downey said that six trucks are out now. Mayor Dennis added that recycling and trash still have to be picked up.

3. ADJOURNMENT

There being no further business to come before the Board, Mr. Marley moved that the meeting be adjourned, and Mayor Dennis adjourned the meeting.